

11/26/15 Michigan Department of Health & Human Services Division of Child Welfare Licensing Child Placing Agency - Treatment Foster Care – Employee File Review Green – MSA /// Yellow – DHS Policy and Contracts /// Blue – Rule Interpretations/// Purple - Memos		Staff / Volunteer Name																			
Agency		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.										
Consultant		Date																			
<b>Sample Size</b> 1. All employees hired since last evaluation 2. <table border="1"> <tr> <td>Employed more than a year</td> <td>Sample Size</td> </tr> <tr> <td>1 to 3</td> <td>All</td> </tr> <tr> <td>4 to 30</td> <td>3</td> </tr> <tr> <td>31 to 60</td> <td>6</td> </tr> <tr> <td>Over 61</td> <td>8</td> </tr> </table>		Employed more than a year	Sample Size	1 to 3	All	4 to 30	3	31 to 60	6	Over 61	8	<b>Rule 205 – Qualifications</b> Chief Administrator Social Service Supervisor Social Service Worker		<b>Hire Date</b>		<b>Position</b>					
Employed more than a year	Sample Size																				
1 to 3	All																				
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# of Employees < 1 Year _____ # of Employees > 1 Year _____ 10/10/2014 Memo RE DHS Employee Files																					
<b>R 400.12209 Orientation and training. RI.209</b> (1) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 16 hours of orientation after initial appointment and before assumption of assigned duties.																					
(2) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 15 hours of training relating to his or her current position within the first year of being assigned to the position.																					
MSA VI.A.2 page 10 - Was 270 hours of CWTI documented for all new Social Service Staff [CPS, Adoption, and foster care] within sixteen weeks of hire? "CWTI" Course Name for New Worker Training																					
MSA VI.A.4 – page 11- Caseworker Training - Each caseworker in-training shall shadow a mentor and the mentor shall then shadow the new caseworker. No mentor shall have a caseload above the current caseload standards.																					
MSA VI.B.1.a&b – Page 12 – DHS or Private Agency Supervisors in CPS, foster care, and adoption must possess either a. a master's degree from an accredited college or university in a human behavioral science and three years of experience as a social service worker in a child welfare agency, a child caring institution, or in an agency performing a child welfare function or b. A bachelor's degree from an accredited college or university in a human behavioral science and four years of experience as a social service worker, three years of which shall have been in a child welfare agency, a child caring institution, or in an agency performing a child welfare function <b>Rule 101(L) - Acceptable Social Service- Human Behavioral Science Degrees</b> <a href="http://ope.ed.gov/accreditation/">http://ope.ed.gov/accreditation/</a> - a data base the lists accredited colleges and universities.																					
TFC 1.G.1.g & TFC 1.G.2.i -Page 9 - TFC supervisors and case managers shall complete 30 hours of treatment foster care pre-service training that has been approved in writing by Bureau of Child Welfare HEYU, prior to assuming duties.																					
TFC 1.F.1 – page 6 – The agency shall have an identified team for each child in Treatment Foster Care. The agency shall document efforts to maintain the same treatment team for as long as the child is in placement. The agency's portion of the team shall consist of a TFC Case Manager, a TFC Supervisor, a TFC Behavioral Aide, a DHHS or PAFC Staff with family responsibility, and a Therapist.																					
Adoption I.K.I – Page 7 – DHS Contract 10/1/14 – An adoption supervisor shall attend an annual MARE informational session and disseminate MARE information to agency adoption staff.																					





## VI. STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION

MSA VI.A.2 page 10	<b>VI. <u>STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION</u></b> A. <i>Caseworker Qualifications and Training:</i>
	2. All caseworkers who do not possess the University-based Child Welfare certificate shall complete pre-service training that includes a total of 270 hours of competence-based training which shall be completed within 16 weeks from date of hire. The training shall include a minimum of four weeks' classroom instruction and five weeks' field instruction, and may include eLearning. The Department may modify the number of weeks in specific instructional settings upon consultation with the Monitors.

## VI. STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION #2

MSA VI.A.6 page 12	<b>VI. <u>STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION</u></b> A. <i>Caseworker Qualifications and Training:</i>
	6. All caseworkers shall receive a minimum number of hours of in-service training annually, ... for the state fiscal year beginning October 1, 2012, at least 32 hours.

## VI. STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION #3

MSA VI.A.III page 11	<b>VI. <u>STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION</u></b> A. <i>Caseworker Qualifications and Training:</i>
	3. New caseworkers who possess the University-based Child Welfare certificate shall be required to complete program-specific training. The program-specific training curriculum for Child Welfare certificate holders shall be reviewed and approved by the Monitors.

## Caseload Progression for Foster Care and Adoption

MSA VI.B.5.b. i-iii Page 12	<b><i>Caseload Progression for Foster Care and Adoption:</i></b>
	b. i. Three training cases may be assigned on or after day one of pre-service training at the supervisor's discretion using CWTI case assignment guidelines.

	<ul style="list-style-type: none"> <li>ii. Upon completion of week three of pre-service training and successful completion of Competency Test One, up to five total cases may be assigned with supervisory approval using CWTI case assignment guidelines.</li> <li>iii. Final caseload may be assigned after nine weeks of pre-service training, successful completion of Competency Test Two, and satisfactory review by the trainer and the supervisor.</li> </ul>
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## Supervisor Qualifications and Training

<b>MSA VI.B. II &amp; III - page 13</b>	<b>Supervisor Qualifications and Training</b>
	<ul style="list-style-type: none"> <li>2. DHS shall implement a competency-based supervisory training program that is both consistent with the principles set forth in Section II of this Agreement and designed to serve the overall goals and purposes of this Agreement. This competency-based training shall address the work management skills, conceptual skills, interpersonal skills, self-management skills, and technical knowledge recognized among child welfare professionals as fundamental requirements for an effective child welfare agency supervisor. The supervisory training program shall be at least 40 hours. Nothing in this paragraph shall prohibit DHS from delegating the delivery aspect of training.</li> <li>3. All staff either promoted or hired to a child welfare supervisory position shall complete the supervisory training program and pass a competency-based performance evaluation based on that training within three months of assuming the supervisory position. The competency-based performance evaluation shall include a written examination. Failure to achieve a passing grade on the competency-based performance examination as a whole, including a passing grade on its written portion, within two sittings shall require the subject individual to complete additional training before becoming eligible to sit for the performance evaluation again. The additional training shall occur within 45 days of the most recent failed exam. The failure to pass the performance evaluation in the third sitting shall render the subject individual ineligible for further service as a child welfare supervisor.</li> </ul>

## VI. STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION #4

<b><u>MSA VI.A.4</u> Page 11</b>	<b><u>VI. STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION</u></b> <i>A. Caseworker Qualifications and Training:</i>
	<ul style="list-style-type: none"> <li>4. Each trainee shall shadow an experienced child welfare caseworker and progressively build case practice knowledge through intensive classroom and field training. An experienced caseworker (mentor) shall also shadow each trainee as they</li> </ul>

	complete key activities in a case. No mentor assigned to shadow a trainee shall have a caseload exceeding current caseload standards.

### **Rule 205.2 - Chief Administrator Qualifications**

(2) An agency shall appoint a chief administrator who possesses at least 1 of the following:

(a) A master's degree in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, business administration, or public administration from an accredited college or university and 2 years of experience in an agency or child caring institution, at least 1 of which is in a management capacity.

(b) A bachelor's degree in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, business administration, or public administration from an accredited college or university and 4 years of post- bachelor's degree experience in an agency or child caring institution, at least 2 of which are in a management capacity.

### **Rule 205.4 - Social Service Supervisor Qualifications**

(4) An agency shall appoint a social service supervisor who possesses the qualifications in either of the following:

(a) A master's degree from an accredited college or university in a human behavioral science or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences and 1 year of experience as a social service worker in an agency, or a child caring institution, or in an agency in a child welfare function.

(b) A bachelor's degree from an accredited college or university in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, and 4 years of experience as a social service worker, 2 years of which are in an agency or in a child caring institution, or in an agency in a child welfare function.

### **Rule 205.5 –Social Service Worker Qualifications**

(5) An agency shall appoint a social service worker who possesses at least a bachelor's degree from an accredited college or university with a major in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences.

### **Rule 101(L) - Acceptable Social Service Degrees**

(L) "Human behavioral science" means a degree from an accredited college or university in any of the following:

- (i) Social work.
- (ii) Psychology.
- (iii) Counseling and guidance.
- (iv) Child development
- (v) Criminal justice.
- (vi) Family and child ecology.
- (vii) Sociology.
- (viii) Family community services.
- (ix) Family studies.
- (x) Family Live Education
- (xi) Human Services

**Contract TFC 1.F.1.g & TFC 1.F.2.i – Page 8 and 9 - Training Requirements for TFC Supervisor and Case Manager**  
**(2 Violation Boxes)**

Contract TFC - 1.F.1.g – Page 8	F. Staff Qualifications and Requirements - TFC Supervisor
	<p>1. The TFC Supervisor shall:</p> <p>Complete 30 hours of treatment foster care pre-service training using a curriculum that meets the requirement of the Foster Family-Based Treatment Association program standards and that has been approved, in writing by the Bureau of Child Welfare – Health, Education and Youth Unit (HEYU), prior to assuming any supervision responsibilities.</p>

Contract TFC 1.F.2.i - Page 9	F. Staff Qualifications and Requirements - TFC Case Manager
	<p>2. The TFC Case Manager shall:</p> <p>Complete 30 hours of treatment foster care pre-service training using a curriculum that meets the requirement of the Foster Family-Based Treatment Association program standards and that has been approved, in writing by the Bureau of Child Welfare – Health, Education and Youth Unit (HEYU), prior to assuming any supervision responsibilities.</p>

**10/10/2014 Memo RE DHS Employee Files**

**From:** Tribble, Janice (BCAL)

**Sent:** Friday, October 10, 2014 12:31 PM

**To:** Corrigan, Gregory (BCAL); Tansil, Linda (BCAL); Lee, Linda (BCAL); Ragsdale, Steven (BCAL); Fiorletta, Kathy (BCAL); Collier, Donald (BCAL); White, Bill (BCAL); Turrill, Douglas (BCAL); Dodge-Garnaat, Rorie (BCAL); Hunter, Mark (BCAL); Muntean, Kari (BCAL); Reilly, Heather (BCAL); Barr, Christopher (BCAL); Brown, Pinkey (BCAL); Neitman, Patricia (BCAL); Malleck, Vivian (BCAL); Gale, James (BCAL); Will, Deborah (BCAL); Perry, Lonia (BCAL); Wiggins, Alicia (BCAL); Slottke, Carol (BCAL); Decker, Venus (BCAL); Ahmad, Cindy (DHS); Hull, Angela (DHS)

**Subject:** FW: Change in Filing of BCAL Required Hiring Documents

[See information below related to personnel records in DHS local offices.](#)

[Janice](#)

**From:** Crawford, Karen (DHS)

**Sent:** Friday, October 10, 2014 9:30 AM

**To:** Wieber, Deborah (DHS)

**Subject:** FW: Change in Filing of BCAL Required Hiring Documents

Required hiring licensing records now maintained in Office of Human Resources

The Bureau of Children and Adult Licensing (BCAL) requires that hiring related records be made available to them for audit purposes for appointments to Services Specialists, Services Program Manager 14's, all County Directors and those District Managers that are responsible specifically for child welfare. To date, BCAL has required that these records be maintained at the local offices.

At the request of the Children's Services Administration (CSA) , the Office of Human Resources (OHR) has been working with BCAL to improve this document retention structure. As a result we have worked out a system where OHR will maintain these required hiring documents electronically, rather than maintaining these paper records at the local office. These documents will be made available to BCAL electronically upon request. In addition to streamlining the record retention and recovery of the documents required by BCAL, this new process will facilitate the documents being available to BCAL when an employee moves between work sites.

Effective immediately, the pertinent documents that OHR collects through the Centrally Coordinated Hiring Pool (CCHP) and with any hiring process for the above noted classifications from this point forward, will be filed exclusively with OHR.

For the pertinent hiring documents that are currently being maintained in your office we are asking you send those to OHR electronically. The CSA Deputy Director and the Business Service Center Directors support a single point of maintaining these records.

The attached includes the detail of how this will work. Please feel free to contact either me or Kim Thelen ([ThelenK11@michigan.gov](mailto:ThelenK11@michigan.gov)) at 517-373-7534 with any questions or issues that may come up.

Note: Although Juvenile Justice Facilities fall under BCAL audits, this change in filing does not apply to them at this time.

**"CWTI" Course Name for New Worker Training - Approved Pre-Services Institute and Training Hours**

Here is a list of the titles and associated hours for the courses that meet the MSA requirement for completion of training for newly hired child welfare caseworkers within 16 weeks of hire:

<b>"CWTI" Course Name for New Worker Training</b>	<b>Hours</b>
Adoption Pre-Service Institute (PSI)	270/320
CPS Pre-Services Institute	270/320
Foster Care DHS Pre-Service Institute	270/320
Foster Care Private Agency Pre-Service	270/320
Adoption Child Welfare Certificate PSI	176
CPS Child Welfare Certificate PSI	176
FC Child Welfare Certificate PSI	176

Please let me know if you have any additional questions.

**Sarah Goad, MSW**

Training Delivery Division Manager  
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[www.michiganchildwelfaretraining.com](http://www.michiganchildwelfaretraining.com)

**R 400.12209 Orientation and training.**

There is no requirement in the rule that an agency send staff for training through the Child Welfare Training Institute. Local DHHS offices and agencies under contract to the department, however, must attend CWTI and meet training requirements outlined in the Modified Settlement Agreement.

Regardless of what training program is utilized for initial training, all topics identified in subpart 4 of the rule must be covered.

Shadowing may be a part of orientation but cannot be the only form of orientation. The total number of required hours of orientation must be completed before a social service worker or supervisor assumes sole responsibility for assigned duties.

**R 400.12212 Personnel records.**

(1) There must be a personnel file for all staff members, including volunteers and contractual employees.

(2) (b) Verification of education must be commensurate with that described in the job description, even if that is a greater requirement than the rule requirement.

(d) References may be in the form of written documentation of conversations or letters of reference. If the reference is taken from a conversation, the information is to be documented on a reference form and it must be noted how the information was received. It is recommended that references be written and dated within the 12 months preceding hire. The name of the person giving the reference and this person's relationship to the employee must be documented.

(3) When a person changes from one position to another, there is an expectation that there be a review of performance not later than 6 months after the person changes positions.

(4) Training records must be maintained. They may be maintained in a separate file from the regular personnel record.

**R 400.12206 Staff qualifications.**

(1) When there is a rule that deals with a specific problem or issue that has been identified by a consultant, that rule is to be cited. This rule is to be used when there is misconduct by an administrator or staff person that does not fit into another rule.

(2) *MCL 722.119 states:*

*(1) A staff member shall not be present in a child care center, child caring institution, or child placing agency if he or she has been convicted of either of the following:*

*(a) Child abuse or child neglect.*

*(b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.*

*(2) A volunteer shall not have unsupervised contact with children who are in the care of a child care center, child caring institution, or child placing agency if he or she has been convicted of either of the following:*

*(a) Child abuse or child neglect.*

*(b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the child care center, child caring institution, or child placing agency.*

*(3) Before a staff member or unsupervised volunteer may have contact with a child who is in the care of a child care center, child caring institution, or child placing agency, the staff member or volunteer shall provide the child care center, child caring institution, or child placing agency with documentation from the family independence agency that he or she has not been named in a central registry case as the perpetrator of child abuse or neglect. For individuals who are employed by or volunteer at a child care center, child caring institution, or child placing agency, the child care center, child care center, or child placing agency shall comply with this subsection not later than the date on which that child care center's, child caring institution's, or child placing agency's license is issued or first renewed after the effective date of the amendatory act that added this section. As used in this subsection, "child abuse" and "child neglect" mean those terms as defined in section 2 of the child protection law, 1975 PA 238, MCL 722.622.*

*(4) Each child care center, child caring institution, or child placing agency shall establish and maintain a policy regarding supervision of volunteers who are parents of a child receiving care at the child care center, child caring institution, or child placing agency.*

Child placing agencies are not required to post whether or not criminal record checks are done on staff. Criminal record checks are not required by the statute or the rule. If the agency has a policy that requires applicants or employees to provide criminal record checks or if the agency does an ICHAT clearance on applicants or employees, the consultant may cite the agency if there is no documentation of the criminal record check.

A BCAL 1326, Criminal Record Check, shall be completed on the chief administrator. For a DHHS office, this is the director of the county DHHS. In other CPA's, this is the person who is responsible for the day-to-day operation of the organization that is tied to the specific license number. This person must be located in Michigan.

If a record check has been completed and there is a conviction, or an employee has reported a criminal conviction, the agency must have a written assessment of all convictions, both felony and misdemeanor, before assigning the person to a position covered by these rules. Fraud is an intentional misrepresentation of any material fact and includes bribery, forgery, uttering and publishing and false pretenses. Convictions for domestic violence fall into the category of harm or threatened harm. The written assessment must address the nature of the conviction, when the convictions occurred, and evidence of rehabilitation.

<b>MSA VI.B.1.a&amp;b page 12</b>	<b>Supervisor Qualifications</b>
	<p>B. <i>Supervisor Qualifications and Training:</i> All provisions of this section shall apply to (1) all DHS supervisory positions in CPS, foster care, and adoption, who are responsible for cases of Plaintiff class members either directly or as POS workers, and (2) all private agency supervisors with corresponding responsibilities for class members.</p> <p>1. <i>Supervisor Qualifications:</i> All staff either promoted or hired to a child welfare supervisory position shall possess one of the following qualifications:</p> <ul style="list-style-type: none"> <li>a. A master's degree from an accredited college or university in a human behavioral science and three years of experience as a social service worker in a child welfare agency, a child caring institution, or in an agency performing a child welfare function.</li> <li>b. A bachelor's degree from an accredited college or university in a human behavioral science and four years of experience as a social service worker, three years of which shall have been in a child welfare agency, a child caring institution, or in an agency performing a child welfare function.</li> </ul>

#### **TFC 1.F.1 – page 6 - Services to be Provided**

<b>TFC 1.F.1 – page 6</b>	<b>Services to be Provided</b>
	<p>1. The Contractor shall establish a TFC treatment team for each TFC child entering TFC placement and demonstrate active efforts to maintain the same treatment team as long as the child remains in TFC placement. At a minimum, the treatment team must consist of the following:</p> <ul style="list-style-type: none"> <li>a. A TFC case manager.</li> <li>b. A TFC supervisor.</li> <li>c. A TFC behavioral aide.</li> <li>d. A TFC parent(s).</li> <li>e. The child in placement.</li> <li>f. A birth parent(s) or other identified permanent caregiver for the child.</li> <li>g. A DHS or Placement Agency Foster Care (PAFC) staff, with family responsibility.</li> <li>h. A mental health worker (therapist).</li> <li>i. Other appropriate community members such as school personnel, the child's Lawyer Guardian Ad Litem (LGAL) and other advocates for the child/family.</li> </ul>

#### **TFC 1.G.1.a – page 9 – Treatment Foster Care Social Service Supervisor Qualifications**

<b>TFC 1.G.1.a – page 9</b>	<b>Treatment Foster Care Social Service Supervisor Qualifications</b>
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	<p>1. The TFC Supervisor shall:</p> <p>a. Possess a minimum of a Master’s Degree in a human service field and a minimum of two years of experience in the placement/treatment of children and families. The TFC supervisor shall be qualified to provide clinical supervision to the TFC case manager</p>

#### **TFC 1.G.1.g– page 9 - Supervisor Qualifications – 30 Hours of Pre-Service Training**

<b>TFC 1.G.1.g– page 9</b>	<b>Supervisor Qualifications – 30 Hours of Pre-Service Training</b>
	<p>G. Staff Qualifications and Requirements:</p> <p>1. The TFC Supervisor shall:</p> <p>g. Complete 30 hours of treatment foster care pre-service training using a curriculum that meets the requirement of the Foster Family-Based Treatment Association program standards that includes a section on providing trauma-informed care and that has been approved, in writing by the Bureau of Child Welfare – Education and Youth Unit (EYU), prior to assuming any supervision responsibilities.</p>

#### **TFC 1.G.1.h – Page 10 - Supervisor Qualifications – 24 Hours of Approved Annual Training**

<b>TFC 1.G.1.h – Page 10</b>	<b>Supervisor Qualifications – 24 Hours of Approved Annual Training</b>
	<p>G. Staff Qualifications and Requirements:</p> <p>1. The TFC Supervisor shall</p> <p>h. Complete a minimum of 24 hours of annual training that meets the requirement of the Foster Family-Based Treatment Association.</p>

#### **TFC 1.G.2.a – Page 10 - TFC Staff Qualifications – Education and Experience**

<b>TFC 1.G.2.a – Page 10</b>	<b>TFC Staff Qualifications – Education and Experience</b>
	<p>2. The TFC Case Manager shall:</p> <p>a. Possess either a Master’s Degree in a human services field or a Bachelor’s Degree (B.A., B.S., or a B.S.W) in a human services field with two years’ experience working with children and families in foster placement, with experience in assessment and development of services plans.</p>

#### **TFC 1.G.2.d – Page 10 - TFC Staff Qualifications - Caseload Size**

<b>TFC 1.G.2.d – Page 10</b>	<b>TFC Staff Qualifications - Caseload Size</b>

	<p>2. The TFC Case Manager shall:</p> <p>d. Have a caseload of no more than eight TFC children at any given time. Note: A TFC case manager with less than a full TFC caseload may have additional responsibilities; the total hours of the mixed caseload for the TFC Case Manager shall not exceed 1.0 FTE.</p>

#### **TFC 1.G.2.i – Page 11- TFC Staff Qualifications - – 30 Hours of Pre-Service Training**

<b>TFC 1.G.2.i – Page 11</b>	<b>TFC Staff Qualifications - – 30 Hours of Pre-Service Training</b>
	<p>2. The TFC Case Manager shall:</p> <p>i. Complete 30 hours of treatment foster care pre-service training using a curriculum that meets the requirement of the Foster Family-Based Treatment Association program standards and that has been approved, in writing by the Bureau of Child Welfare – Education and Youth Unit, prior to assuming any case management responsibilities.</p>

#### **TFC 1.G.2.j – Page 11 - TFC Staff Qualifications — 24 Hours of Approved Annual Training**

<b>TFC 1.G.2.j – Page 11</b>	<b>TFC Staff Qualifications — 24 Hours of Approved Annual Training</b>
	<p>2. The TFC Case Manager shall:</p> <p>j. Complete a minimum of 24 hours of annual training that meets the requirement of the Foster Family-Based Treatment Association.</p>

#### **TFC 1.G.2k – Page 11 - TFC Staff Qualifications – Completion of CWTI Foster Care Pre-service Training or Foster Care Specific Transfer Training**

<b>TFC 1.G.2k – Page 11</b>	<b>TFC Staff Qualifications – Completion of CWTI Foster Care Pre-service Training or Foster Care Specific Transfer Training</b>
	<p>2. The TFC Case Manager shall:</p> <p>k. Complete the Child Welfare Training Institute 8-week Foster Care Training or Foster Care Specific Transfer Training, if said training has not already been completed, prior to assuming any case management responsibilities.</p>

#### **TFC 1.G.3.a – Page 11 - TFC Staff Qualifications– Behavioral Aide – High School Degree**

<b>TFC 1.G.3.a – Page 11</b>	<b>TFC Staff Qualifications– Behavioral Aide – High School Degree</b>
	<p>3. The TFC Behavioral Aide shall:</p> <p>a. Possess a minimum of a high school degree, although an Associate’s degree is preferred.</p>

**TFC 1.G.3.c – Page 11 - TFC Staff Qualifications– Behavioral Aide - SOM Driver’s License**

<b>TFC 1.G.3.c – Page 11</b>	<b>TFC Staff Qualifications– Behavioral Aide - SOM Driver’s License</b>
	3. The TFC Behavioral Aide shall: c. Have a valid State of Michigan driver’s license and have a reliable vehicle available to provide transportation as necessary.

**TFC 1.G.3.f – Page 11 - TFC Staff Qualifications– Behavioral Aide – 30 Hrs. TFC Pre-Service Training**

<b>TFC 1.G.3.f – Page 11</b>	<b>TFC Staff Qualifications– Behavioral Aide – 30 Hrs. TFC Pre-Service Training</b>
	3. The TFC Behavioral Aide shall: f. Complete 30 hours of treatment foster care pre-service training using a curriculum that meets the requirement of the Foster Family-Based Treatment Association program standards that includes a section on providing trauma informed care and that has been approved, in writing by the Bureau of Child Welfare –Education and Youth Unit, prior to assuming any case responsibilities.

**TFC 1.G.3.g – Page 11 - TFC Staff Qualifications– Behavioral Aide – 24 Hrs. annual Training**

<b>TFC 1.F.3.g – Page 11</b>	<b>TFC Staff Qualifications – Behavioral Aide – 24 Hrs. annual Training</b>
	3. The TFC Behavioral Aide shall: g. Complete a minimum of 24 hours of annual training that meets the requirement of the Foster Family-Based Treatment Association.

**TFC 1.G.3.d - Page 11-- TFC Staff Qualifications – One FTE Behavioral Aide: Ten Children**

<b>TFC 1.G.3.d – Page 11</b>	<b>TFC Staff Qualifications – One FTE Behavioral Aide: Ten Children</b>
	3. The TFC Behavioral Aide shall: d. Have no more than ten TFC children assigned at any given time. (1 FTE TFC behavioral aide: 10 children)

**Adoption I.K.I – Page 7 – DHS Contract 10/1/14 - MARE Related Responsibilities – Annual MARE Informational Session**

<b>Adoption I.K.I – Page 7 – DHS Contract 10/1/14</b>	<b>MARE Related Responsibilities – Annual MARE Informational Session</b>
	<b>3. MARE Related Responsibilities</b> I. The Contractor shall ensure that a supervisor attends the regionally based MARE informational session annually. This individual shall then be responsible to disseminate MARE information and material to appropriate agency staff.

